

MISSOURI BUSINESS EDUCATION ASSOCIATION POLICIES AND PROCEDURES HANDBOOK

AFFILIATIONS

MISSOURI ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

Board of Directors. As an affiliated unit of the Missouri Association for Career and Technical Education (Missouri ACTE), the Missouri Business Education Association (MBEA) is entitled to representation on the Missouri ACTE Board of Directors. According to the Missouri ACTE Constitution, each division shall be entitled to one member of the Board of Directors for each 100 professional members, or major fraction thereof, based upon the previous year's membership, not to exceed three members. Each division shall also be represented by one ex-officio member of the Board of Directors from the Department of Elementary and Secondary Education staff whose assigned responsibilities are for programs and/or services relative to that division.

House of Delegates. According to the Missouri ACTE Constitution, each division shall be entitled to one delegate for each 50 professional members, and one delegate for each 50 additional professional members, or major fraction thereof, based upon the previous year's membership. Only delegates shall have voting privileges in the House of Delegates.

President-Elect. MBEA, in rotation with other affiliated associations of Missouri ACTE, is entitled to present two to six members as candidates for Missouri ACTE President-Elect with the election to be determined by the total Missouri ACTE membership. Nominees are selected in accordance with criteria determined by the Missouri ACTE Executive Board.

Committees. Much of the work of the Missouri ACTE is done by committees, most of which are comprised of one member from each Missouri ACTE affiliate. Appointments to the committees are for three-year terms, which are staggered within the committee. MBEA committee terms are:

Awards	2001	2004	2007	2010
Legislative	2002	2005	2008	2011
Membership	1999	2002	2005	2008
Diversity Action	2000	2003	2006	2009
Policy	2001	2004	2007	2010
Professional Development	2002	2005	2008	2011
Program Improvement	1999	2002	2005	2008
Public Information	2000	2003	2006	2009

Association for Career and Technical Education. Missouri ACTE is a state affiliate of the Association for Career and Technical Education (ACTE), and the Missouri ACTE Executive Director will notify the MBEA President on the number of MBEA delegates allowed for the ACTE meeting. It is customary that the MBEA President and President-Elect serve as delegates with expense reimbursement determined by the MBEA Executive Board.

NATIONAL BUSINESS EDUCATION ASSOCIATION

North Central Business Education Association. Five regional associations operate within the framework of the National Business Education Association (NBEA). These regions serve as a liaison between the state and national organizations. Missouri is a member of the eight-state North Central Region (NCBEA) along with the states of Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, and Wisconsin. It is customary that the MBEA President represent Missouri at the NCBEA Convention with expense reimbursement determined by the MBEA Executive Board.

The Missouri representative of the NCBEA Administrative Board serves a three-year term. The NCBEA representative will be elected by the membership during the summer conference every three years and will take office July 1 of the following year.

No dues are paid to the national organization by the affiliated district organization.

NBEA Convention. It is customary that the MBEA President and the MBEA President-Elect represent Missouri at the NBEA Convention with expense reimbursement determined by the MBEA Executive Board. No dues are paid to the national organization by the affiliated state organization.

DISTRICT ORGANIZATIONS

The district associations of the MBEA are the backbone of the state organization. The district should elect at a regular business meeting a President (or Chair), a Vice-President (or Vice-Chair), a Secretary, and a Treasurer. (The offices of Secretary and Treasurer may be combined.) All district officers must be members of MBEA. A representative to the MBEA Executive Board should be elected to attend the fall, spring, and summer Executive Board meetings for the purpose of representing his/her district. (See Article IX.) Names of district officers and the district Executive Board representative should be reported to the MBEA President-Elect by June 1.

Districts are requested to submit names of individuals who would possibly like to serve on MBEA committees to the MBEA President-Elect by June 1. Names of Summer Conference facilitators and registration workers should be submitted to the MBEA President by May 1.

Executive Board Member. *The Executive Board Member shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The Executive Board Member shall represent the district at all meetings of the MBEA Executive Board and keep the district informed of actions taken at the state level. If the Executive Board Member cannot attend, an alternate should be appointed.

District President or Chair. *The District President or Chair shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* He/she shall be responsible for calling the meetings and for communicating with the MBEA Executive Board Member.

District Vice-President, District Secretary, and District Treasurer. The Vice-President shall assume the duties of the President in the absence of the President. Any other duties of these district officers shall be established by the district.

MBEA DISTRICTS

District #1 - Northwest District

Andrew County
Atchison County
Buchanan County
Caldwell County
Clay County *
Clinton County
Davies County
DeKalb County
Gentry County
Grundy County
Harrison County
Holt County
Livingston County
Mercer County
Nodaway County
Platte County *
Ray County
Worth County
~~City of St. Joseph~~

District #2 - Central District

Boone County
Callaway County
Camden County
Cole County
Cooper County
Gasconade County
Howard County
Maries County
Miller County
Moniteau County
Montgomery County
Morgan County
Osage County
Phelps County
Pulaski County

District #3 - Southwest District

Barry County
Barton County
Cedar County
Christian County
Dade County
Dallas County
Douglas County
Greene County
Hickory County
Howell County
Jasper County
Laclede County
Lawrence County
McDonald County
Newton County
Ozark County
Polk County
Stone County
Taney County
Texas County
Vernon County
Webster County
Wright County

District #4 - Greater Kansas City Area District

Belton School District
Blue Springs School District
Center School District
Excelsior Springs School District
Fort Osage School District
Grandview School District
Hickman Mills School District
Independence School District
Kansas City School District
Lee's Summit School District
Liberty School District
North Kansas City School District
~~Parkville~~ **Park Hill** School District
~~Platte City~~ **County R-1** School District
Pleasant Hill School District
Raytown School District

District #5 - Northeast District

Adair County
 Audrain County
 Chariton County
 Clark County
 Knox County
 Lewis County
 Linn County
 Macon County
 Marion County
 Monroe County
 Pike County
 Putnam County
 Ralls County
 Randolph County
 Schuyler County
 Scotland County
 Shelby County
 Sullivan County

District #6 - West Central District

Bates County
 Benton County
 Carroll County
 Cass County *
 Henry County
 Jackson County *
 Johnson County
 Lafayette County
 Pettis County
 Saline County
 St. Clair County

District #7 - Southeast District

Bollinger County
 Butler County
 Cape Girardeau County
 Carter County
 Dent County
 Dunklin County
 Iron County
 Madison County
 Mississippi County
 New Madrid County
 Oregon County
 Pemiscot County
 Perry County
 Reynolds County
 Ripley County
 Scott County
 Shannon County
 St. Francois County
 Ste. Genevieve County
 Stoddard County
 Wayne County

District #8 - St. Louis Area District

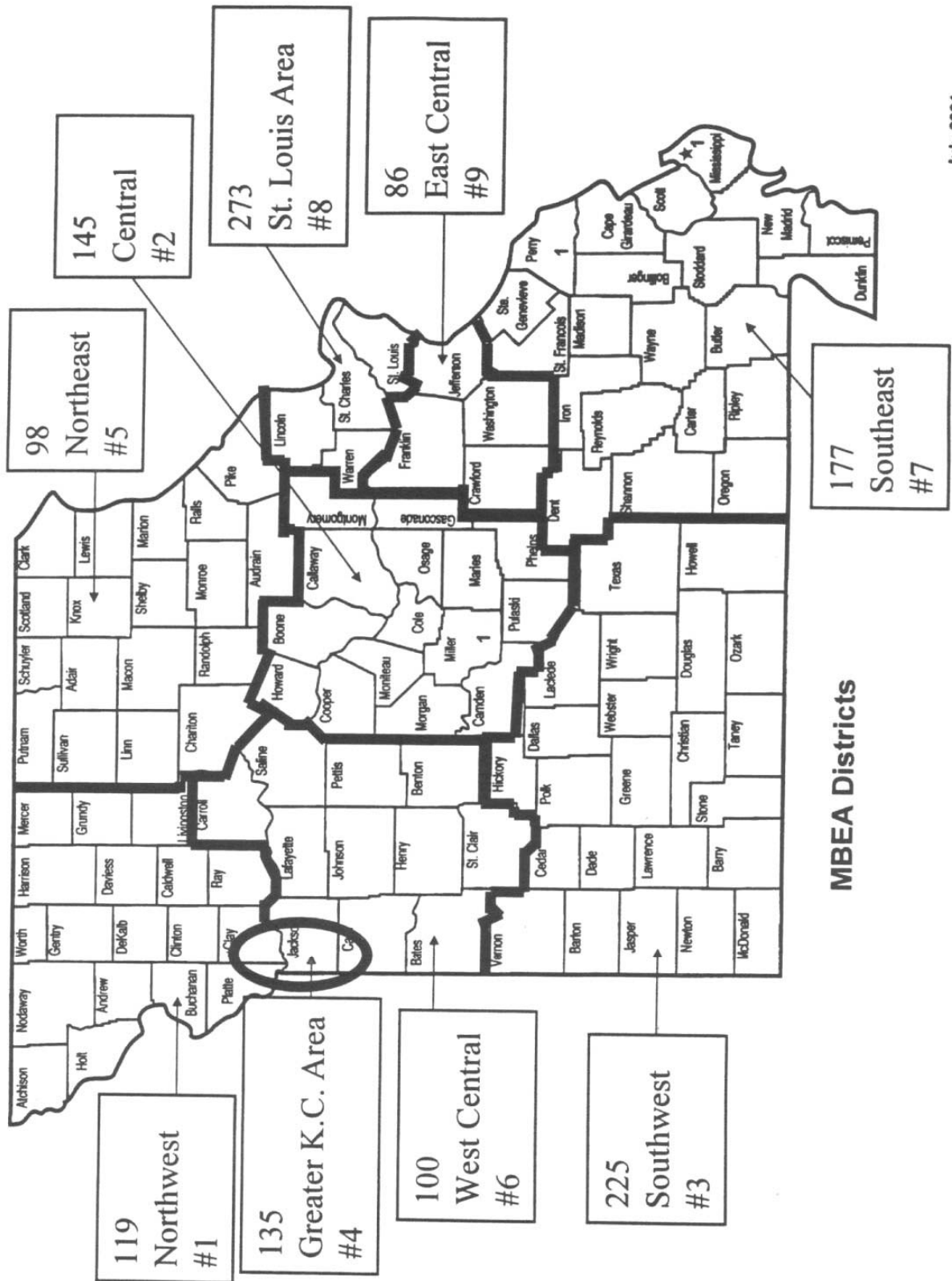
City of St. Louis
 Lincoln County
 St. Charles County
 St. Louis County
 Warren County

District #9 - East Central District

Crawford County
 Franklin County
 Jefferson County
 Washington County

* County in two districts

District 4 is divided by school district lines; therefore, some schools are a part of two districts.



PRESIDENT CYCLE

Year	District	Name
2002-2003	St. Louis	Karen Owen
2003-2004	Northwest	Nancy Zelif
2004-2005	East Central (skip-no candidate) Central	
2005-2006	West Central	
2006-2007	Southeast	
2007-2008	Southwest	
2008-2009	Northeast	
2009-2010	Greater KC	
2010-2011	St. Louis	

President Elect—1 year term

Secretary---three-year terms

Chakita 2002—3—4—5

Treasurer---three-year terms

Maureen 2001—2—3—4

Missouri Business Education Association

Policies on Reimbursement

Fall Executive Board Meeting

- No reimbursement to any board member, officer, or committee chair for Friday night lodging.
- If MBEA member arrives to work early Friday assembling convention packets, then reimbursement for ½ room to each person requiring a Thursday night stay.
- 20 cents a mile for Executive Board and officers to attend the Board Meeting.
- \$20 partial reimbursement to each Committee Chair attending the Board Meeting.
- \$20 partial reimbursement for each Mo-ACTE/MBEA representative attending.
- No partial reimbursement for District Chairs who opt to attend.
- Student Representative has a line item in the budget for expenses for Fall Conference.

**Of course, reimbursement is given to individuals incurring expenses of travel. If one is riding with another, then mileage reimbursement or partial reimbursement is not granted.*

Spring Executive Board Meeting

- One half Friday night lodging for MBEA officers.
- One half Friday night lodging if home is more than 200 miles from site of Executive Board Meeting for Executive Board members, Student Representative, Committee Chairs, and MBEA/Mo-ACTE Representatives, with a double occupancy room. If member asks for a private room or one to share with spouse or family member, only one half of room is provided by MBEA.
- 20 cents a mile for Executive Board and officers to attend the Board Meeting.
- \$20 partial reimbursement to each Committee Chair attending the Board Meeting.
- \$20 partial reimbursement for each Mo-ACTE/MBEA representative attending.
- No partial reimbursement for District Chairs who opt to attend.

**Of course, reimbursement is given to individuals incurring expenses of travel. If one is riding with another, then mileage reimbursement or partial reimbursement is not granted.*

Summer Executive Board Meeting

- No reimbursement for officers, committee chairs, and MBEA/Mo-ACTE representatives to attend Summer Executive Board meeting.
- Student Representative has a line item budget for attendance at Summer Conference.

Submission of Bills and Reimbursement Claims

All bills for the fiscal year MUST be submitted to the Treasurer no later than June 15, for consideration of reimbursement and/or payment in the fiscal year just ending.

Purchases over \$400

Purchases over \$400 must be approved by the MBEA Officers. Contact the President initially. Do not order anything without approval for a total order of \$400 or more. Orders to one vendor cannot be split among more than the one original purchase order.

MISSOURI BUSINESS EDUCATION ASSOCIATION OFFICER DUTIES

PRESIDENT

The president of the organization has the responsibility of giving directions and stimulus to the membership. The president must be familiar with all the activities of the organization, with the leadership within the organization, and with the aims and objectives of the organization. The president is the driving force behind the accomplishments of the organization.

The constitution of the organization stipulates the duties of the president are:

- Prepare agendas and preside at all business meetings of the MBEA.
- Convene meetings of the Executive Committee.
- Executive Board
 - Act as chair of the Executive Board.
 - Explain at the beginning of each meeting the voting process and the multi-colored identification tents for voting and non-voting board members.
 - Appoint a parliamentarian at the beginning of each MBEA Executive Board meeting with that person giving their approval in advance of the meeting.
 - Insure that the District Chair is asked to report District activities.
 - Receive a draft of the board minutes and motions as reported by the Secretary within 30 days after the meeting.
- MBEA Committees
 - Serve as an ex-officio member of all committees and provide follow-up for all committees.
 - Appoint members to standing committees unless otherwise specified in Article X. Committees.
 - Assure that Missouri ACTE committee representatives serve on the corresponding MBEA committee.
 - Appoint an “at large” new business educator on all MBEA committees with the idea of mentoring these individuals.
 - Ad hoc committees should be only for a special activity, which lasts for one to three years. After an ad hoc committee has been in existence for three years, it should be considered as a standing committee.
 - Establish and appoint any ad hoc committees as directed by the Executive Board. *The last constitution review was completed in 2000-2001 by the Constitution Committee and should be completed again in 2005-2006 and again in 2010-2011.*
- Serve as delegate to NBEA and NCBEA or designate another MBEA member to serve in that capacity and report appropriately to the membership.
- Appoint delegates to the Missouri ACTE House of Delegates at the summer conference. Delegates should be appointed as follows:
 - The MBEA Executive officers.
 - A representative from each district.
 - The Missouri ACTE/MBEA Policy committee representative.
 - The Missouri ACTE/MBEA Legislative committee representative.
- Work collaboratively with the Department of Elementary and Secondary Education to oversee the professional programs at the summer and fall conferences
 - Inform members a conference registration badge will be required for attendance at all Conference Sessions.
 - Set a specific time for all MBEA committee members to meet at the Summer Conference.
 - Support post-secondary activities at the summer conference.
- Encourage members to run for regional and national business education offices, be nominated for awards, and write articles for publications.

- Be proactive for business education seeking opportunities to present business education in good light to different audiences and individuals.
- Work with the Treasurer to insure tax-exempt status is kept current.
- Act with the Treasurer to secure bonding for both the President and the Treasurer for \$50,000.00 with the President and Treasurer having both their names and signatures appearing on the checking account signature card by October 1.
- Provide testimony, when required, supporting business education wherever there is a forum, being informed and active in legislation, being a voice for business education.
- Represent this Association as the first member on the Missouri ACTE Board of Directors.
- Maintain the financial and presidential records for a minimum of five years and store the archives.
- Perform all other duties and responsibilities as stated in the Constitution and the Policies and Procedures Handbook.

Timeline

Immediately

- Send a list of the newly elected MBEA officers to NBEA, NCBEA, and Missouri ACTE. (Forms will be sent to the President from the associations.)
- Remind former officers and committee chairs to instruct their successors of their responsibilities as outlined in the MBEA Handbook. Remind former officers and chairpersons to give handbook to incoming officers, committee chairs, or the Information Transition Coordinator.
- Confirm committee appointments.
 - Each committee should have at least three members, and geographic balance should be considered in appointments.
 - Each committee should have a new business educator.
 - Committee members should have MBEA leadership training.
 - **Awards** Committee—the MBEA representative to the Missouri ACTE Awards Committee should be an MBEA Awards Committee member. The President appoints the chair. Remind Chair to send information on award recipients to Missouri ACTE Reporter, Missouri Business Exchange Editor, and NBEA Forum.
 - **Nominating** Committee—the chair is a past MBEA president or an active member from the district from which the nominee for treasurer is scheduled. Other committee members should be past presidents from the three districts in the next rotation cycle.
 - **Auditing** Committee—the chair is usually a member of the committee from the previous year.
 - **Legislative** Committee—the MBEA representative to the Missouri ACTE Legislative Committee should be an MBEA Legislative Committee member. The president appoints Chair.
 - **Membership** Committee—the MBEA representative to the Missouri ACTE Membership Committee should be an MBEA Membership Committee member. The president appoints Chair.
- Set a date and confirm details for the fall meeting for the Summer Program Planning Committee.
- Update names, addresses, and telephone numbers in the MBEA directory.
- Be prepared for requests for a black and white photograph for various publications.

September

- Receive information from Missouri ACTE regarding Missouri ACTE board meeting.
- Make travel arrangements and secure accommodations for ACTE Convention.
- Invite and send agenda for Summer Conference Planning Meeting to committee members and state department personnel. DESE Business Education Division Supervisor makes arrangements.

October

- Attend Missouri ACTE Board Meeting in Jefferson City.
- Invite and send agenda for fall executive board meeting to all MBEA officers, MO-ACTE/MBEA Representatives, executive board members, and committee chairs and/or appointees, and state department personnel.
- Should have received several forms from NBEA, NCBEA, and possibly Missouri ACTE for awards and office positions. Forward to Awards Committee and Nominations Committee when appropriate.
- Summer Conference Planning Meeting
 - Conduct the MBEA Executive Committee meeting prior to the Summer Conference Planning Meeting. *Usually held the night before the meeting.*
 - Conduct the MBEA Summer Conference Planning Meeting. Remind each District Chair/Representative to secure volunteers to work Missouri ACTE Summer Conference registration and as delegates to Missouri ACTE House of Delegates.
 - Remind each District Chair/Representative to secure individuals to serve as MBEA facilitators.

November

- Fall Executive Board meeting held in conjunction with the MBEA Fall Conference.
 - If necessary, conduct an MBEA Executive Committee meeting prior to the MBEA Fall Conference.
 - Preside over the Fall Executive Board meeting.
 - Explain at the beginning of the meeting the voting process and the multi-colored identification tents for voting and non-voting board members.
 - Appoint a parliamentarian at the beginning of the MBEA Executive Board meeting with that person giving their approval in advance of the meeting.
 - Insure that an Executive Board member is asked to report District activities.
- Fall Conference
 - Convene the Fall Conference.
 - Meet with MBEA Executive officers and DESE Representative immediately following the Fall MBEA Conference to discuss the conference and evaluation forms.

December

- Attend and represent MBEA at the ACTE convention. Serve as a delegate to ACTE House of Delegate at the National Convention.
- Receive a draft of the board minutes and motions as reported by the Secretary within 30 days after the Fall board meeting.
- Confirm that awards and officer deadlines for NBEA and NCBEA have been met.

January

- Prepare for Proclamation Signing
 - Verify the date with state department.
 - Send invitations to MBEA officers.
- Make travel arrangements and secure accommodations to attend NBEA and NCBEA conventions.

February

- Proclamation Signing
 - Conduct the MBEA Executive Committee meeting prior to the Proclamation Signing. *This is usually a working*

lunch before the signing.

- Attend Proclamation Signing for recognition of Business Education.
- Present the governor with a token gift of appreciation.
- Invite and send agenda for spring executive board meeting to all MBEA officers, MO-ACTE/MBEA representatives, executive board members, and committee chairs and/or appointees, and state department personnel.

March

- Executive Spring Board Meeting
 - Conduct the MBEA Executive Committee meeting prior to the MBEA Spring Conference. *Usually held the night before the meeting.*
 - Preside over the Spring Executive Board meeting.
 - Explain at the beginning of the meeting the voting process and the multi-colored identification tents for voting and non-voting board members.
 - Appoint a parliamentarian at the beginning of the MBEA Executive Board meeting with that person giving his/her approval in advance of the meeting.
 - Insure that an Executive Board member is asked to report District activities.
- Attend NBEA Conference.

April

- Attend Missouri ACTE Board Meeting in Jefferson City.
- Receive a draft of the board minutes and motions as reported by the Secretary within 30 days after the Spring board meeting.
- Invite NCBEA President, NBEA President, and NBEA Executive Director to Summer Conference.
- Work with State Department to finalize plans for summer conference.
- Confirm with the Membership Chair that the application forms for the selection of MBEA Student Representative to Executive Board have been mailed to the appropriate persons conducting business education programs.
- Begin the selection process of delegates for Missouri ACTE House of Delegates (usually 16-18). Missouri ACTE usually has a June 1 deadline for names of House of Delegates representatives.
 - MBEA Officers serve as delegates.
 - Request one delegate from each district.
 - The MBEA members currently serving on the Missouri ACTE Policy Committee and Missouri ACTE Legislative Committee should also serve as delegates.

May

- Along with the Membership Committee, select the Student Representative to the serve on the Executive Board. Send letters to inform the new Student Representative of his/her selection and to the nominator.
- Check with MBEA officers on their responsibilities for the summer conference.
- Write article for MBEA program and send to State Department.
- Participate in the teleconference Fall Conference Program Planning committee.

June

- Communicate any MBEA Handbook changes with the Information Transition Coordinator.
- Confirm with Awards Chair on obtaining plaques for awardees.
- Remind treasurer to have updated financial records and meet with this year's president-elect to prepare a proposed budget for next year.
- Double-check with all committee chairs and officers finalizing plans and reports for summer conference.
- Prepare and send agenda for Summer Executive Board meeting to all MBEA officers, MO-ACTE/MBEA Representatives, newsletter editor, Executive Board members, committee chairs, and state department personnel.
- Buy gavel for new MBEA president.

July

- Coordinate with State Department on convention plans.
 - Coordinate luncheon including table arrangements, decorations, and printed program.
 - Provide complimentary luncheon tickets for Missouri ACTE Executive Director and Missouri ACTE President to luncheon.
 - Make sure Who's Who Chair has printed information about new recipients after the Who's Who inductees have been announced.
 - Make sure Award's Chair has printed information about winners for distribution after Awards announcement.
 - Plan agendas for opening session, luncheon, and ending session.
 - At some point during the conference, acknowledgment should be given to:
 - MBEA officers.
 - Past MBEA presidents.
 - Past award recipients.
 - Past Who's Who recipients.
 - Student members, new teachers, and retiring teachers.
 - Publishing company representatives.
 - Guests from NCBEA, NBEA, and Delta Pi Epsilon
 - Companies donating door prizes (if any given).
- Attend Missouri ACTE Board meeting prior to MBEA Conference.
- Executive Summer Board Meeting
 - Preside over the Summer Executive Board meeting.
 - Explain at the beginning of the meeting the voting process and the multi-colored identification tents for voting and non-voting board members.
 - Appoint a parliamentarian at the beginning of the MBEA Executive Board meeting with that person giving their approval in advance of the meeting.
 - Insure that an Executive Board Member is asked to report District activities.
- Sit on stage at opening Missouri ACTE session.
- Attend Leadership Workshop if offered.
- Meet with the other MBEA officers and the DESE Representative to discuss the Conference and look over evaluation forms immediately after the close of the Conference (usually eat lunch).
- Communicate suggestions of changes in the President's MBEA Handbook to the Information Transition Coordinator.
- Archive old records as needed.
- Transfer all president's materials (including MBEA President's Handbook) to next year's president or Information Transition Coordinator.

- Send thank you notes to officers and committee members.

PRESIDENT -ELECT

The President-Elect will:

- Preside at all meetings of the Association and the Executive Board in the absence of the President. Assume the office of the President in the event of resignation or the inability of that officer to serve.
- Stimulate and assist district organization activities.
- Participate in Summer Conference Planning Committee.
- Act as chair of the Fall Conference Planning Committee.
- Represent MBEA as the second member of the Missouri ACTE Board of Directors.
- Serve as delegate to ACTE House of Delegates at their National Conference or request that the President designate another MBEA member to serve in that capacity and report appropriately to the membership of this Association.
- Determine committee members and chairs
- Prepare and present a balanced budget for the upcoming year for consideration by the membership at the annual summer business meeting.
- Prepare and present a program of work for the upcoming year for consideration by the membership at the annual summer business meeting.
- Facilitate Committee Meeting at Summer Conference
- Perform all other duties designated by the President.
- Perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedure Handbook.

Timeline

September

- Make travel arrangements and secure accommodations for ACTE Convention.

October

- Attend Missouri ACTE Board meeting—Jefferson City.
- Attend the MBEA Executive Committee meeting prior to the Summer Conference Planning Meeting. *Usually held the night before the meeting.*
- Attend the MBEA Summer Conference Planning Meeting

November

- Attend the MBEA Executive Committee meeting prior to the MBEA Fall Conference. *Usually held the night before the meeting.*
- Attend MBEA Fall Executive Board meeting and Fall Conference.
- Meet with MBEA Executive officers immediately following the Fall MBEA Conference to discuss the conference and evaluation forms.

December

- Attend the ACTE convention. Serve as a delegate to ACTE House of Delegate at the National Convention.

January

- Attend Missouri ACTE Board meeting—Jefferson City. The President-Elect of each division will screen candidates for Missouri ACTE president-elect position.
- Make plans to attend the NBEA Conference.

February

- Attend the MBEA Executive Committee meeting prior to the Proclamation Signing. *This is usually a working lunch before the signing (if necessary).*
- Attend Proclamation Signing for recognition of Business Education.

March

- Attend the MBEA Executive Committee meeting prior to the MBEA Spring Executive Board Meeting. *Usually held the night before the meeting.*
- Attend MBEA Spring Executive Board Planning Session—Jefferson City.
- Take and distribute extra budget forms to officers, executive board member, district chairs, and committee chairs. Collect them at spring meeting to assist in creating budget.
- Attend Missouri ACTE Board meeting—Jefferson City (if held).

April

- Coordinate plans with DESE to hold telecommunications call with Fall Conference Program Planning Committee.
- Attend NBEA Conference.
- Send memo to chairs and committee members regarding Fall Conference to notify of date and time of conference call. This committee will meet through conference call arranged by the DESE department.

May

- Conduct teleconference with Fall Conference Program Planning members.
- Secure names and addresses of participants in previous MBEA leadership training for assistance in making committee appointments. (Past President has Leadership Session names.)
- Identify district chairs, executive board members, committee members, and committee chairs.
- As delegated by the president, appoint new committee members to all MBEA Committees and to the appropriate Missouri ACTE Committees. (See list of those who attended the previous summer leadership workshop. The previous Past President has that list of names.)
 - Appoint members to standing committees unless otherwise specified in Article X. Committees.
 - Assure that Missouri ACTE committee representatives serve on the corresponding MBEA committee.
 - Appoint a new business educator on all MBEA committees with the idea of mentoring these individuals.
 - Each district should appoint a legislative representative as the district's contact person and that the position should be a three-year commitment.
 - Ad hoc committees should be only for a special activity, which lasts for one to three years. After an ad hoc committee has been in existence for three years, it should be considered as a standing committee.

June

- Communicate any MBEA Handbook changes with the Information Transition Coordinator.
- Work with Information Transition Coordinator to assist in updating MBEA Handbooks.
- Update and assemble the MBEA directory information. Make copies to take to the July Executive Board Meeting.
- Purchase plaque for president to be presented at the Closing Session in July
- Send memo to committee chairs and new committee members notifying them of scheduled committee meeting at the summer conference. Remind committee chairs to notify committee members.
- Prepare a balanced budget for consideration by the membership at the annual summer business meeting.
- Prepare a program of work for the upcoming year for consideration by the membership at the annual summer business meeting.

July

- Missouri ACTE Conference
 - Attend Missouri ACTE Conference.
 - Attend Missouri ACTE Board meeting prior to MBEA Conference.
 - Attend Missouri ACTE Board meeting at the conclusion of the conference.
- MBEA Board Meeting
 - Present a balanced budget and the program of work at MBEA Executive Board meeting.
 - Distribute new MBEA directories at Executive Board meeting.
- MBEA Summer Conference
 - Present a balanced budget and the program of work at MBEA the closing session business meeting..
 - Facilitate Committee Meeting at conference.
 - Give invocation at Awards Luncheon.
 - Attend Leadership Workshop.
 - Meet with the other MBEA officers to discuss the Conference and look over evaluation forms immediately after the close of the Conference (*usually eat lunch*).
- Obtain president's materials from the outgoing president. Pass MBEA Handbook and other materials on the incoming President-Elect or Information Transition Coordinator.
- Work with Information Transition Coordinator in updating MBEA Handbooks. Communicate suggestions of changes in president-elect's responsibilities in the MBEA handbook to the Information Transition Coordinator.
- Archive old records as needed.

SECRETARY

The secretary has the responsibility of keeping an active record of the activities of the organization, which includes publications, job/organization descriptions, and bylaws.

The constitution specifies that the secretary will:

- Keep records of all the activities of the Missouri Business Education Association.
- Represent this Association as the third member of the Missouri ACTE Board of Directors.
- Record and report accurate minutes of the proceedings all meetings of the Association and the Executive Board. Distribute copies of the minutes. The Executive Board meetings will require approximately 50 copies.
- Report the minutes of the previous business sessions to the assembled membership at the succeeding business meeting. Have copies of the minutes available for distribution at all meetings. The MBEA business meeting will require approximately 250 copies.
- A draft copy of MBEA board minutes be sent to board members within 30 days of the meeting; and further, that motions approved be highlighted and numbered per meeting.
- Compile a listing of amendments to the constitution to be distributed at the summer business meeting.
- Keep a current listing of the names and addresses of the officers and board members of the districts in the state.
- Aid in the planning of the meetings and conferences of the Missouri Business Education Association.
- Coordinate the computer workshops and be responsible for receiving requests, scheduling, and distributing tickets.
- Prepare the reports required by the organizations with which MBEA is affiliated.
- Save and file all reports distributed along with the minutes. These can be placed in a notebook or folder and should be forwarded to the next secretary.
- Serve on the Summer Conference Cover Contest committee.
- Chair the District Chairs meeting at the summer conference.
- **Archive records of the association.** The materials to be archived will be the Secretary's notebook, which will include minutes of all board meeting with all reports, conference programs, and awards booklets attached as appendices.
- Perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedure Handbook.

TIMELINE

July/August

- Remind the president to update the list of MBEA Board and District Chairs for the next school year. The president will need names, addresses, and phone numbers. Start this procedure at the Missouri ACTE/MBEA Conference.

September

- Receive information from Missouri ACTE regarding Missouri ACTE board meeting.

October

- Attend Missouri ACTE Board meeting—Jefferson City.
- Summer Conference Planning Meeting
 - Attend the MBEA Executive Committee meeting prior to the Summer Conference Planning Meeting. *Usually held the night before the meeting.*
 - Attend the Summer Conference Planning Meeting
 - Record the minutes of the MBEA Summer Conference Planning Meeting.

November

- Fall Executive Board meeting held in conjunction with the MBEA Fall Conference.
 - Attend and take minutes at the MBEA Executive Committee meeting prior to the MBEA Fall Conference. *Usually held the night before the meeting*
 - Attend and take minutes at Fall MBEA Executive Board meeting.
 - Transcribe the minutes and place them in the notebook.
 - Mail a draft of the minutes to the officers and board members within 30 days of meeting.
 - Motions approved should be highlighted and numbered per meeting.
 - Distribute minutes from Summer Executive Board Meeting and the Summer Conference Board Meeting.
- Fall Conference
 - Attend the Fall Conference.
 - Meet with MBEA Executive officers immediately following the Fall MBEA Conference to discuss the conference and evaluation forms.

December

- A draft copy of MBEA board minutes be sent to board members within 30 days of the meeting; and further, that motions approved by highlighted and numbered per meeting.

January

- Attend Missouri ACTE Board meeting, Jefferson City.

February

- Proclamation Signing
 - Attend the MBEA Executive Committee meeting prior to the Proclamation Signing. *This is usually a working lunch before the signing.*
 - Attend Proclamation Signing for recognition of Business Education.

March

- Spring Executive Board meeting held in conjunction with the MBEA Fall Conference.
 - Attend and take minutes at the MBEA Executive Committee meeting prior to the MBEA Spring Board meeting. *Usually held the night before the meeting.*
 - Take minutes at Spring MBEA Executive Board meeting.
 - Transcribe the minutes and place them in the notebook.
 - Mail a draft of the minutes to the officers and board members within 30 days of meeting.
 - Motions approved should be highlighted and numbered per meeting.
 - Distribute minutes from MBEA Fall Executive Board Meeting
 - Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.
- Attend Missouri ACTE Board meeting, Jefferson City.
- Send letter to Missouri ACTE President, NCBEA President, NBEA President and NBEA Executive Director inviting them to attend our summer conference and luncheon. *Check with President to see if President has done this already.*

April

- A draft copy of MBEA board minutes be sent to board members within 30 days of the meeting; and further, that motions approved by highlighted and numbered per meeting.
- Work with State Department to finalize plans for summer conference computer workshops.

May

- Participate in the teleconference Fall Conference Program Planning committee.

June

- Coordinate the computer workshops and is responsible for receiving requests, scheduling, and distributing tickets
- Collect reservations for the MBEA Luncheon. Prepare and distribute luncheon tickets.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

July

- Missouri ACTE Conference
 - Attend Missouri ACTE Conference.
 - Attend Missouri ACTE Board meeting prior to MBEA Conference.
 - Attend Missouri ACTE Board meeting at the conclusion of the conference.
- Summer Conference Executive Board meeting held in conjunction with the MBEA Summer Conference.
 - Take minutes at MBEA Summer Conference Executive Board meeting at the Missouri ACTE Conference.
 - Transcribe the minutes and place them in the notebook. Forward the minutes on to incoming secretary.
 - Mail a draft of the minutes to the officers and board members within 30 days of meeting.
 - Motions approved should be highlighted and numbered per meeting.
 - Distribute minutes from MBEA Spring Executive Board Meeting
- MBEA Summer Conference
 - Attend Leadership Workshop.
 - Chair the District Chairs meeting at the summer conference.
 - Distribute luncheon tickets to those who have reservations.
 - Summer Conference Closing Session
 - Distribute the business meeting minutes from the previous year to the membership.
 - Take minutes at the closing session business meeting.
 - Transcribe and forward on to the incoming secretary.
- Obtain president-elect's materials from the current president-elect.
- Meet with the other MBEA officers to discuss the Conference and evaluation forms immediately after the close of the Conference (usually eat lunch).
- Pass MBEA Handbook and other materials on to the incoming secretary or the Information Transition Coordinator.
- Communicate suggestions or changes in the secretary's responsibilities to the Information Transition Coordinator.
- A draft copy of MBEA aboard minutes be sent to board members within 30 days of the meeting; and further, that motions approved by highlighted and numbered per meeting.

TREASURER

The treasurer will:

- Act as custodian of all funds of the Missouri Business Education Association.
- Disburse such funds at the direction of the Executive Board or when included in adopted budget.
- Present a financial report to the membership at the business meetings of the Missouri Business Education Association.
- Keep accurate financial records and submit a current itemized report of the receipts, expenditures, and the balance on hand at each Executive Board meeting.
- Maintain a notebook of financial statements and reports.
- The incoming treasurer, upon receiving the monies and records, shall establish an interest-bearing checking account at a location convenient to deposit funds for the organization.
- Coordinate the receipts of funds for the summer conference meal functions and the fall conference.
- Work with the President to insure tax-exempt status is kept current.
- Act with the President to secure bonding for both the President and the Treasurer for \$50,000.00 each and both names and signatures thus appearing on the checking account signature card by October 1.
- The Auditing Chair and/or committee meet with the treasurer at the MBEA fall and spring board meeting for discussion, questions, and brief examination of the books (checkbook register, bank receipts, expenditures reports, receipts report, summary report, membership report, etc.)
- Close membership enrollment in the current fiscal year on March 1.
- Prepare a rebate check to each district chairperson based on the district's March 1 membership. Pass out checks to District Chairs or Board Representatives at the Spring Board meeting to deduce mailing expenses
- Maintain a database of current MBEA members from reports received from the Missouri ACTE office.
- Prepare membership records and report at Executive Board meeting.
- Aid in planning the meetings of the Missouri Business Education Association.
- The Auditing Committee will audit the treasurer's books prior to the beginning of the summer Executive Board meeting and therefore be able to give its report at the board meeting. The treasurer must have the records ready to be audited prior to the summer conference board meeting and ready to be passed to the incoming treasurer at the conclusion of the summer conference.
- Missouri ACTE handles all dues collected for membership in the Missouri Business Education Association. Any dues collected by MBEA, Missouri ACTE, ACTE, and NBEA should be sent to the Missouri ACTE office. They will forward to the appropriate associations.
- The financial records be kept for a minimum of five years and archive documents as needed.
- Perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedure Handbook.

TIMELINE

Ongoing

- Consistency in categorizing expenses on the expense vouchers, in the detailed expense report and the summary report.
- Canceled checks should continue to be stapled to the bank statement, sequential order maintained in folders, and bank statement reconciled *each* month and the adjusted bank balance should be reflected in the checkbook in an easy-to-recognize format. When the checkbook is reconciled, a circle should be written to indicate that the check is outstanding. When the check clears the bank, a checkmark should be placed in the circle.
- Encourage recipients of checks to cash checks as soon as possible.

- Money received for membership dues should be documented by indicating on the receipt form the number of members in each category and stapling a copy of the membership summary report received from ACTE to the receipt form along with the copy of the check.
- All expenses should be paid in the budget year, bill should be submitted by June 15 for this purpose.
- Maintain a database of MBEA membership from reports received from Missouri ACTE.
- Pay mileage reimbursement at 20 cents per mile for the MBEA officers and Executive Board members.
- Executive Board approval must be given for large expenditures for business conferences, especially those out of state.

July

- Funds should be transferred as quickly as possible to the new treasurer.
- Treasurer should obtain bonding as soon as the new account has been opened.
- Open an interest-bearing checking account. Transfer funds out of previous checking account as soon as possible.
- Order nametags for officers. Check files for ordering information.

October

- Summer Conference Planning Meeting
 - Attend the MBEA Executive Committee meeting prior to the Summer Conference Planning Meeting. *Usually held the night before the meeting.*
 - Attend MBEA Summer Conference planning meeting.
 - Reimburse Summer Conference Planning Committee mileage and room expenses (if needed).

November

- Fall Executive Board meeting held in conjunction with the MBEA Fall Conference.
 - Attend the MBEA Executive Committee meeting prior to the MBEA Fall Conference. *Usually held the night before the meeting.*
 - Present a treasurer's report of the receipts, expenditures, and the balance on hand at the Fall MBEA Board Meeting.
 - Present a membership report at the Fall MBEA Board meeting.
- Fall Conference
 - Attend Fall Conference.
 - Meet with the Auditing Committee at the Fall MBEA Executive Board Meeting for discussion, questions, and brief examination of the books.
 - Reimburse Executive Board members and officers 20 cents a mile.
 - Reimburse Committee Chairs, MO-ACTE/MBEA Representatives \$20.
 - Reimburse 1/2 room rate for those who need to arrive Thursday for assisting with Conference on Friday morning. No Friday 1/2 room reimbursement for Board Members or officers. There is no partial reimbursement for District Chairs who opt to attend.

February

- Proclamation Signing
 - Attend the MBEA Executive Committee meeting prior to the Proclamation Signing. *This is usually a working lunch before the signing.*
 - Attend Proclamation Signing for recognition of Business Education.

March

- Executive Spring Board Meeting
 - Attend the MBEA Executive Committee meeting prior to the MBEA Spring Conference. *Usually held the night before the meeting.*
 - Present a treasurer's report of the receipts, expenditures, and the balance on hand at the Spring MBEA Board Meeting.
 - Present a membership report at the Spring MBEA Board meeting.
 - Reimburse Executive Board members for mileage at 20 cents per mile to Spring meeting and one-half of their room charge if they live 200 miles or more away (one way) from meeting place. Have forms ready for selected members to complete.
 - Pay a \$20 partial reimbursement to committee chairs and MO-ACTE/MBEA committee representatives attending the Spring board meeting if their own districts offer no financial assistance for this kind of professional involvement. There is no partial reimbursement for district chairs who opt to attend.
 - Close membership on March 1 for the current fiscal year. Prepare a rebate check to each district chairperson based on the district's March 1 membership. Pass out checks to district chairs or Board representatives at the Spring Board meeting to deduce mailing expenses.
- Check on Charles Newman Scholarship Fund. (Terry Barton, Treasurer)

May

- Participate in the teleconference Fall Conference Program Planning committee.

June

- Communicate any MBEA Handbook changes with the Information Transition Coordinator.
- Close the books for the MBEA fiscal year as of June 30.

July

- July 1: After closing the records for the current fiscal year, send the President-Elect a copy of the Receipts and Disbursements Summary report to assist in preparing the upcoming fiscal year budget.
- Missouri ACTE Conference
 - Attend Missouri ACTE Conference.
 - Attend Missouri ACTE Board meeting at the conclusion of the conference.
- Present the Treasurer's books to the Auditing Committee for examination prior to the beginning of the summer MBEA Executive Board Meeting.
- Executive Summer Conference Board Meeting
 - Present a Treasurer's report of the receipts, expenditures, and the balance on hand.
 - Present a membership report at the Summer MBEA Board meeting.
- MBEA Summer Conference
 - Attend Leadership Workshop.
 - Disseminate copies of the Treasurer's report at the MBEA Business Meeting. (250 copies)
 - Meet with the other MBEA officers to discuss the Conference and look over evaluation forms immediately after the close of the Conference. *(usually for lunch.)*
- Relinquish treasurer's files to incoming treasurer after completing payment of expenses from the conference. Pass MBEA Treasurer's Handbook on to the incoming Treasurer or the Information Transition Coordinator.
- Archive old records as needed in Columbia, Missouri.
- Communicate suggestions of changes in Treasurer's responsibilities in the MBEA handbook to the Information Transition Coordinator.

PAST-PRESIDENT

Duties of the Past-President of the Missouri Business Education Association shall be as follows:

- Serve in an advisory capacity to the President and Executive Board.
- Develop and coordinate a pre-conference leadership-training seminar on odd number years.
- Participate in the planning of conferences.
- Perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedure Handbook.

October

- Summer Conference Planning Meeting
 - Attend the MBEA Executive Committee meeting prior to the Summer Conference Planning Meeting. *Usually held the night before the meeting.*
 - Attend the MBEA Summer Conference Planning Meeting.
 - Collect ideas for the Leadership Session held at Missouri ACTE/MBEA Summer Conference on odd number years.

November

- Attend the MBEA Executive Committee meeting prior to the MBEA Fall Conference. *Usually held the night before the meeting.*
- Attend MBEA Fall Executive Board meeting and the Fall Conference.
- Meet with MBEA Executive officers immediately following the Fall MBEA Conference to discuss the conference and evaluation forms.

February

- Attend the MBEA Executive Committee meeting prior to the Proclamation Signing. *This is usually a working lunch before the signing.*
- Attend Proclamation Signing for recognition of Business Education.

March

- Attend the MBEA Executive Committee meeting prior to the MBEA Spring Conference. *Usually held the night before the meeting.*
- Attend MBEA Spring Executive Board meeting—Jefferson City.
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.
- Work with DESE Representative/MBEA president to organize Leadership Session for the summer conference on odd years.

May

- Participate in teleconference with Fall Conference Program Planning members.

June

- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

July

- Attend Missouri ACTE/MBEA Conference.
- Attend MBEA Summer Executive Board Meeting and the Summer Conference.
- Attend and serve as the chairperson of the Leadership Training Session at the Missouri ACTE/MBEA Summer Conference of odd years.
- Give list of names of Leadership Session participants to President-Elect (for the next year) to assist with finding MBEA Committee members.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator
- Pass Past President's Handbook on to the incoming MBEA Past President or to the Information Transition Coordinator. Archive old records as needed.

EXECUTIVE BOARD

The management of the affairs of the Missouri Business Education Association is vested in the Executive Board. The District Representatives will act as liaison between the District organization and the State organization.

The Executive Board members communicate interests and concerns of the District to the MBEA Board and help to handle requests from the MBEA Board. Any new business shall have been sent to the president in time for inclusion on the agenda.

The Executive Board, meeting in March 1969, ordered that the meetings of the Executive Board be declared open meetings. Visitors may be permitted to enter into discussion or bring any new business before the Executive Board only by approval of the presiding officer. Visitors or members, other than the voting executive board members, may not make or second a motion or vote.

- Members of the Executive Board must be members of MBEA.
- Voting members of the Executive Board consist of:
 - The Officers of the Missouri Business Education Association.
 - The retiring President
 - The Representative to NCBEA.
 - The Student Representative.
 - One representative from each of the district associations.
- Non-voting members of the Executive Board:
 - Department of Secondary and Elementary Education Representative
 - Information Transition Coordinator.
- Term of Office
 - Each Executive Board member will serve a term from the *close* of the Summer Business Meeting until the *close* of the Summer Business Meeting the *following year*. (Concurrent with the Executive Officers of MBEA.)
- Executive Board members are to attend:

(The term of office should be consistent with MBEA officers.)

 - The **Fall** MBEA Board Meeting. *(November, usually held with the Fall Conference.)*
 - The **Spring** MBEA Board Meeting. *(February or March.)*
 - The **Summer** MBEA Board Meeting. *(July, usually held with the Summer Conference.)*

MO-ACTE/MBEA Representatives are invited to attend the Leadership Session normally provided at the Missouri ACTE/MBEA Summer Conference on odd numbered years.

Executive Board members are to pass their MBEA Handbook on to the incoming Executive Board member when they go off of the Board or the Information Transition Coordinator.

DISTRICT CHAIRPERSONS

The District Chairperson plays a very important role in MBEA. The Chairperson will be chosen by his/her respective district and must be a current MBEA member. All MBEA Districts are to hold a minimum of two area district meetings per year, which will bring about better continuity and increased membership.

- District Level Responsibilities
 - Call meetings.
 - Designate the time and place of meetings (*Districts are to hold a minimum of two meeting per year.*)
 - Prepare/organize the programs for the meetings.

- State Level Responsibilities
 - District Chairpersons are to send through the District Executive Board Member a report of the activities of the District to the Executive Board at the Fall MBEA Board Meeting, the Spring MBEA Board Meeting, and the Summer MBEA Board Meeting or send a representative in their place.
 - Make appointments to MBEA Committees including, but not limited to, Ambassadors, Audit, Awards, Basket, Business Teacher Shortage, Fall Conference Planning, Legislative, Marketing Linkages, Membership, New Professionals, Nominations, Scholarship, Who's Who, when the three year rotation of their district committee representative ends. Any person representing MBEA at any level must be a member of MBEA.
 - Each district should appoint a Legislative representative on the MBEA Legislative Committee as the district's contact person and that the position should be a three-year commitment.
 - Make sure that the District Secretary has communicated new officers, appointments, or updated information by June 1 to the MBEA President-Elect.
 - Communicate to the MBEA President-Elect the names of individuals who would like to serve at the state level for a variety of positions including MBEA Committees, facilitators, delegates, and registration assistants.

**DESE REPRESENTATIVE TO MBEA
(ASSISTANCE OFFERED TO MBEA)**

The DESE representative to the MBEA organization will help coordinate activities.

The DESE representative(s) will coordinate the Missouri ACTE/MBEA Summer Conference by doing the following:

Arrange and participate in the planning meeting for summer conference.

Provide copies of the summary of the previous year's conference evaluations to the post-secondary and secondary attendees for the MBEA Summer Conference Planning meeting.

Contract speakers for general sessions utilizing MBEA budget and committee recommendations.

Create presentation proposal forms for workshops for topics recommended by committee.

Provide information and presentation proposal forms on the Website and as handouts at appropriate meetings.

Receive, work, and file completed proposal forms.

Coordinate plans with conference facility representative to accommodate MBEA summer conference activities.

- Determine availability of meeting rooms.
- Plan rooms setups.
- Determine costs for and order food, refreshments, and other needed items.
- Serve as the primary liaison to the conference facility.

Work cooperatively with MBEA officers in planning and implementing program activities.

Create computer lab and luncheon registration form.

Develop hands-on training opportunities.

- Procure computers and software for labs.
- Make personal contacts with computer companies.
- Utilize oral and written communications.
- Develop contracts.
- Identify and contact expert trainers for labs.

Organize and create schedule of summer conference activities.

- Correlate workshops to rooms available.
- Communicate to presenters their assigned presentation day, time, and room.
- Follow up with presenters for needed information.
- Create contracts for presenters' honorariums to be paid by DESE.
- Provide MBEA treasurer a list of presenters whose honorariums are to be paid by MBEA.

Communicate with vendors and other companies regarding conference speakers, sponsorships, door prizes, etc.

Create, update, and maintain a database of facilitators for secondary and post-secondary workshops and general sessions.

- Assign facilitators to workshops.
- Communicate to facilitators their assignments and guidelines.
- Prepare packets for facilitators to include attendance sheets, guidelines, evaluations, etc.
- Create thank you notes for speakers to include in appropriate facilitators' packets.
- In the guidelines, instruct facilitators that a conference registration badge is required for attendance at all MBEA Summer Conference Sessions.

Create summer conference program.

- Finalize session titles and descriptions.
- Submit the written program to Missouri ACTE for *The Reporter*.
- Post the program and other conference details to the MBEA Website.
- Coordinate cover design, layout, and publishing of the program, meeting deadlines to assure the printed program is available at the conference.

Develop list of audiovisual and other equipment needed.

- Schedule and order audiovisual equipment and screens needed for sessions.
- Identify technical support person to coordinate transporting, setting up, and dismantling equipment for speakers.

Prepare room signs for sessions and sponsorship posters and post them.

Create and provide handouts, including conference evaluation forms, fall conference information, sample news release for conference participants, and others as needed.

Be available for assistance and trouble shooting at summer conference.

- Oversee the setup of meeting facilities.
- Coordinate collection of completed evaluation forms.

Read, tabulate, and record evaluation responses.

- Report results to MBEA Board.
- Answer numerous telephone calls about Missouri ACTE conference.
- Meet with MBEA officers at close of Summer Conference to look over evaluation forms.

Assist with planning of MBEA Fall Conference:

Contract with the conference facility, in consultation with the MBEA officers.

Facilitate conference call for the MBEA Fall Conference Planning Committee.

- Set date, time, and theme—if needed.
- Determine workshops/speakers.
- Determine tentative agenda.

Work closely with the Fall Conference Planning Committee throughout the year on conference decisions.

Prepare exhibit contract, based on requirements of the conference facility and conference committee.

Invite vendors to exhibit.

Arrange for tables, electricity, and other requirements for exhibitors.

Create flyer for the Missouri ACTE summer conference handout table.

Create news items for publications.

Create flyers with registration forms for the Website and *Missouri Business Exchange*.

Post conference information, program, and registration form on the MBEA Website.

Prepare presentation proposal form to disseminate through meetings and the MBEA Website.

- Schedule speakers.
- Create conference program.
- Send confirmation letters to speakers.
- Create thank you notes for presenters.

Determine audiovisual needs and order equipment.

Serve as primary liaison with conference facility representative.

- Make reservations for guest speakers and state staff.
- Arrange for tables, electricity, and other requirements for exhibitors.
- Order food.
- Prepare meeting room setup information.

Gather materials for conference packets.

- Assist with assembling conference packets.

Provide assistance to conference committee as needed.

Prepare and send a summary of conference evaluations to the Fall Conference Planning Committee.

Assist Leadership of State Professional Organizations:

Serve as DESE representative on Missouri ACTE Board.

- Attend Missouri ACTE Board meetings.
- Create correspondence to share Missouri ACTE information with staff.
- Communicate orally and in writing to provide information to Missouri ACTE Executive Director.

Serve as liaison between state and MBEA.

- Attend MBEA board meetings and planning meetings.
- Present DESE update at each meeting.
- Utilize oral and written communication with MBEA officers.

Coordinate Proclamation Signing activity.

- Request date from Governor's office.
- Prepare memo to MBEA president.
- Organize luncheon for MBEA officers.
- Contact photographer for publicity pictures.
- Prepare the MBEA proclamation.
- Attend the signing and working luncheon.

Provide requested information to MBEA officers and committee chairpersons.

Coordinate Spring MBEA board meeting.

- Procure meeting room.
- Make luncheon arrangements.
- Make name tents for participants in contrasting colors designating voting and nonvoting members.
- Present a DESE update report.
- Clean up after meeting.

NCBEA REPRESENTATIVE

The Missouri Representative to the North Central Business Education Association (NCBEA) will be elected to a three-year term by the membership. He/she will begin the term on July 1 of the year following the election. The NCBEA Representative also promotes and recruits membership in the National Business Education Association through newsletters, exhibits, advertisements, fact sheets, etc. Through joining NBEA, the Missouri members automatically become members of the regional business education association (NCBEA).

The NCBEA Representative will:

- Serve as a member of the NCBEA Administrative Board and attend all meetings (usually two per year) and submit a written report.
- Serve as a member of the NCBEA Membership, Marketing/Linkages, and Awards Committees; work closely with the NCBEA membership director to develop a program of promotional activities for the year and send samples (two each) of letters, forms, or artwork developed.
- Attend the NCBEA annual convention and business meeting and NCBEA conferences when held.
- Promote NCBEA and NBEA membership and attendance at conventions. Attend the membership directors' workshops conducted at the regional and national conventions.
- Represent NCBEA at MBEA meetings and serve as a liaison between the two groups.
- Represent NCBEA at professional business education meetings.
- Request reimbursement for NBEA membership recruitment from the NCBEA treasurer when such reimbursement is authorized by the NCBEA Administrative Board.
- Encourage nominations of candidates for NBEA and NCBEA offices and positions.
- Submit written NCBEA and membership reports at MBEA board meetings.
- Submit an updated MBEA directory to the NCBEA president and board members; submit ten copies of MBEA's convention programs to the NCBEA Public Relations Committee chair.
- Be sure MBEA president invites the NCBEA president to attend the state convention—subsidizing a portion of the related expenses may be considered.
- Assist in the orientation of the NCBEA student representative when that person is from Missouri.
- Assist with the sponsoring of NCBEA and NBEA conventions held within Missouri.
- Submit a newsletter article on Missouri Business Education Association activities for the fall issue. Request MBEA President submit an article to NCBEA newsletter editor for spring issue.
- Plan promotional activities that reach every business teacher in the state, at every level of instruction, with an invitation to join NBEA.
- Order lists of lapsed members and promotional materials from NBEA. Follow up NBEA renewal mailings by getting in touch—by mail, telephone, e-mail, or in person—with the state's lapsed NBEA members to urge them to renew.

- Set up an NBEA membership booth at every state meeting. Make arrangements to talk about the benefits and services of NBEA and regional association membership to the first year business education teachers. Forward all NBEA membership dues collected to NBEA promptly.
- Maintain a file of materials pertaining to the activities of the office, to be forwarded to the incoming NCBEA Representative.
- At the end of the three-year term, transfer the NCBEA Handbook and the MBEA Handbook to the newly elected Missouri Representative or the Information Transition Coordinator.

TIMELINE

September/October/November

- Contact NBEA headquarters and request membership information and materials; send mailing to lapsed members.
- Attend Fall Executive Board Meeting and provide three copies of a report on NCBEA activities and membership. Set up a display at conference regarding NBEA.

January/February

- Follow-up mailing if membership is far below goal.

March

- Attend MBEA Spring Executive Board Meeting and present an oral report and submit three written copies.
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary. Include in the budget request a monetary gift of at least \$20-0 for the NBEA Convention first-time attendees.
- Attend the NBEA Annual Convention and NBEA membership director meetings.

May/June

- Communicate any MBEA Handbook changes to the Information Transition Coordinator.
- Send for display materials from NBEA to be used in membership booth at MBEA Conferences. Order NCBEA ribbons from the NCBEA Treasurer for the conference.

July

- Attend MBEA Summer Conference Board Meeting and present an oral report and three written copies. Set up an NBEA membership booth during conference.
- Attend MBEA Leadership Session at Summer Conference.
- Archive old records as needed in Columbia, Missouri.
- Pass the NCBEA Handbook, the Membership Handbook and the file of materials to the incoming NCBEA Representative.

- Communicate any MBEA Handbook changes with the Information Transition Coordinator and pass the MBEA Handbook to the incoming NCBEA Representative.

NOTE: The State Department may be contacted to acquire a roster of new business education teachers for a special mailing. Also, fact sheets/membership brochures should be made available at all business education functions.

MBEA STUDENT REPRESENTATIVE

The purpose of the MBEA Student Representative is to help business students become more actively involved in their state organization. (Form for application may be found in back of MBEA Handbook.)

The responsibilities of this position include:

- Keep business students informed of what is happening in MBEA.
- Encourage student membership in MBEA.

MBEA Student Representative Recognition Award

The Awardee serves as a student representative on the MBEA Board for the Fall, Spring, and Summer Executive Board meetings. The recipient must be duly enrolled in the year in which he or she serves. The award will be presented to a junior or senior who plans to enter the business teacher profession.

I. Objectives

- A. Participate in MBEA professional leadership role.
- B. Provide an opportunity for professional growth.
- C. Encourage student participation in MBEA.
- D. Recognize participation in professional activities.
- E. Afford an opportunity for a student to meet outstanding leaders in the field of business education.
- F. Promote identification of MBEA as a professional entity.

II. Criteria

- A. Student must be a member of MBEA.
- B. Student has demonstrated leadership ability.
- C. Student has demonstrated success in scholarly activities.
- D. Student must be in the junior or senior year at the time of application

III. Procedures

- A. Student will forward the application materials on or before May 1 to the MBEA President-Elect.
- B. Application materials must include ONLY the following:
 1. MBEA Student Application form found in MBEA Handbook.
 2. Letter of recommendation from the head of the student's business education department.
 3. Two additional recommendation letters.
 4. Resume.
 5. Statement (not to exceed two typewritten pages) of how the student perceives the role and why the student is seeking the appointment.

IV. Award

- A. One student representative and one alternate will be selected using a scoring guide. Notification will be made by June 15. The alternate will assume the duties in the event of resignation or inability of the student representative to serve.
- B. Student will receive the same reimbursement as other MBEA Board Members.
- C. Outgoing student representative will receive a plaque and an NBEA professional membership for the year after service.

TIMELINE

November

- Attend Fall Executive Board Meeting and present a report.

March

- Attend MBEA Spring Executive Board Meeting. Present report. (Orally and written)
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.

June

- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

July

- Attend MBEA Summer Conference meeting. Present a report orally and written (three copies.)
- Assist with MBEA New Professionals or student sessions.
- Attend MBEA Leadership Session at Summer Conference.
- Archive old records as needed in Columbia, Missouri.
- **Give MBEA Student Representative's Handbook to the incoming MBEA Student Representative or to the Information Transition Coordinator at the end of the term of office.**
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

INFORMATION TRANSITION COORDINATOR

The Information Transition Coordinator of the organization has the responsibility to oversee coordination and transfer of the MBEA Handbook. The person is to make sure that transfer of the handbook occurs or that the incoming officer or chairperson has a new up-to-date Handbook content. The Coordinator is responsible for updating, duplicating, and distributing revised pages.

The Coordinator serves as an ex officio, non-voting member of the MBEA Board. This individual assists the President with duplication of pages. Hopefully, the coordinator would have duplication services available at little or no charge to MBEA.

The Coordinator should be an MBEA member and serve for a minimum of a three-year term. The Coordinator would be responsible for other duties as assigned by the President.

TIMELINE

November

- Attend Fall Executive Board Meeting and be sure MBEA Handbooks are up-to-date.

March

- Attend the MBEA Spring Executive Board Meeting. Present report orally and written.
- Assist with making sure handbooks are up-to-date.
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.

June

- Check with MBEA officers and committee members to update master copy of MBEA Handbook and duplicate. Assist president.

July

- Attend MBEA Summer Conference meeting. Present report orally and written.
- Hand out up-to-date inserts or replacement information in MBEA Handbooks. Make sure transfers of handbooks occur. The following people should receive handbooks:

State Officers
Executive Board Members (Voting and Non-voting Members)
District Chairpersons
Chairpersons of Standing Committees
All members of the Strategic Planning Committee
Chairpersons of Ad Hoc Committees
MBEA Representatives on MISSOURI ACTE Committees

- Attend MBEA Leadership Session at Summer Conference.
- Archive old records as needed in Columbia, Missouri.

- Communicate any MBEA Handbook changes with President.

**MBEA
MISSOURI BUSINESS EDUCATION ASSOCIATION**

STANDING COMMITTEES

**Ambassadors
Audit
Awards
Basket
Business Teacher Shortage
Fall Conference Program Planning
Legislative
Marketing/Linkages
Membership
New Professionals
Nominations
Scholarship
Strategic Planning
Who's Who**

AMBASSADORS COMMITTEE

The Ambassadors Committee consists of business educators from different districts throughout the state of Missouri. Educators serving on the committee shall be MBEA members and serve a three-year term. The chairperson will be appointed by the president. Members shall rotate off the committee after serving three years.

The purpose of the committee is to:

- Serve as the MBEA official welcoming agents for our organization.
- Assist with the registration, disburse materials at conferences, greet fellow members at meetings, and perform other duties as deemed necessary by the MBEA president.

TIMELINE

Nov.

- Attend the Fall Conference and assist with tasks as requested by the president, DESE Representative, or fall conference planning committee.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.

June

- Committee chairperson invites members to attend the Summer Conference "Committees Meeting" to discuss activities.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.
- In late June, the chair should communicate with the president and the DESE representative to get a list of tasks for which help will be needed at the Summer Conference.

July

The chair should schedule committee members to help with tasks as needed.

- Attend MBEA Summer Conference and assist with tasks as requested by the president or the DESE Representative to MBEA.
- **Present report orally at the MBEA Board Meeting and submit written copies.**
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- **Pass MBEA Handbook on to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.**
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

AUDIT COMMITTEE

The purpose of the Audit Committee is to review the records of the Association to determine whether the financial statements accurately reflect the financial condition and whether the books are being kept in an orderly manner. An audit report is to be prepared and presented to the Executive Board at its July meeting. Members will serve a three-year term and must be MBEA members.

Responsibilities of Committee Chair:

- Convene the Audit Committee at the July meeting of MBEA for the purpose of examining the financial records of the Association.
- Present an audit report to the Executive Board of MBEA at its July meeting.
- Convene the Audit Committee at other times during the year as requested by the MBEA President.
- Give the MBEA Handbook to the incoming Committee Chair or Information Transition Coordinator.
- Monitor check-cashing time to see that MBEA members cash checks promptly.

Responsibilities of Committee Members:

- Attend all regular and called meetings of the Audit Committee.
- Study the financial records of the Association along with other members of the committee and render an objective opinion on the financial status of the Association as presented in the financial statements.
- Attend the annual MBEA Board Meeting and Conference.

TIMELINE

November

- Meet with the MBEA treasurer at the Executive Board Meeting for discussion, questions, and brief examination of the books.

March

- Meet with the MBEA treasurer at the Spring Executive Board Meeting for discussion, questions, and brief examination of the books.
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.

June

- Committee chairperson invites members to attend the "Committees" meeting to discuss activities.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend an Audit Committee meeting to examine the MBEA treasurer's books prior to the beginning of the MBEA Summer Executive Board Meeting.
- Attend the annual meeting of the MBEA Executive Board at the Missouri ACTE/MBEA Conference and report findings orally and in writing to the MBEA Executive Board.
- Attend "Committees Meeting" to share information with incoming committee members.
- Give the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.

Ongoing

- Attend any special called meetings of the Audit Committee. Communicate any MBEA Handbook changes to the Information Transition Coordinator.

AWARDS COMMITTEE

The MBEA representative to the Missouri ACTE Awards Committee should be a member of this committee. That individual will serve a three-year term as well as the additional members appointed by the president. The chair will also be appointed by the President. Information on the awards given should be submitted to the Missouri ACTE *Reporter*, *Missouri Business Exchange*, and *NBEA Forum*. Current names and addresses may be obtained from the state.

TIMELINE

November

- The chair should receive forms from the MBEA President for NBEA, NCBEA, and possibly Missouri ACTE awards. Information on award recipients should be submitted for proper awards as follows:
 - (1) The Secondary Teacher and Post-Secondary Teacher of the Year are nominated for Missouri ACTE Teacher of the Year.
 - (2) MBEA Award recipients also will be nominated for NCBEA and NBEA Awards in respective categories.
- Attend Fall MBEA Executive Board meeting. Prepare report to be presented orally and written.

December

- Review MBEA forms for possible improvements (to parallel those from NBEA) and to update variables (dates, names, and addresses). Duplicate the forms for distribution in January.
- Awards for which forms should be available include the following:
 - Business Educator of the Year (Postsecondary)
 - Business Educator of the Year (Secondary)
 - Business Educator of the Year (College or University)
 - Distinguished Service Award (for retiring business educator)
 - New Professional of the Year
 - Programs of Excellence in Business Education (Secondary/Postsecondary)

January

- Send MBEA nomination forms to District Chairs and Executive Board members. Submit an announcement to be included in the *Missouri Business Exchange* and *The Reporter* requesting nominations. Also, arrange to have the current forms available on the MBEA web page.
- **Write to the nominators of award nominees who were not selected the last two years. Invite them to update the credentials of their nominees for reconsideration that year.**

March

- Attend Spring MBEA Executive Board meeting. Prepare report to be presented orally and written.
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit it to the president-elect, if necessary.

April

- As nominations are received, prepare for distribution to each committee member. Duplicate evaluation forms and attach one to each nomination. Hold for May mailing to Committee Members.
- Committee should use discretion in omitting a category if appropriate nominations are not received and should award multiple awards in a category when appropriate nominations are received.

May

- Deadline for MBEA awards is May 1. Send the nominations and evaluation forms to the committee members. Request their evaluations by July 1.

June

- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

July

- Notify nominators of award winners and the winners so that the recipient and his/her family or special friends can arrange to attend the session to receive the awards.
- Attend MBEA Summer Executive Board meeting. Present report orally and in writing. Send another committee member with the report or the report if chair is unable to attend.
- Present the report of the Awards Committee at the Summer Conference session designated for "Awards Presentations."
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Write article on award recipients and submit it to the *Missouri ACTE Reporter* and *NBEA Forum*.

- At the end of the three-year term, forward the Awards Chair file to the new Awards Chair. Nominees for Outstanding Educator Awards are kept on file for two years and invited to be updated yearly. Thereafter, individual nominations should be resubmitted. (Motion passed in MBEA Executive Meeting, 7-25-88).
- At the end of the term of office, give the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator.
- Communicate any MBEA Handbook changes the Information Transition Coordinator, including the new award recipients to be added to the History section of the Handbook.

BASKET COMMITTEE

The Basket Committee consists of business educators from different districts throughout the state of Missouri. Educators serving on the committee shall be MBEA members and serve a 3-year term. The Chair shall be appointed by the President. Members shall rotate off the committee after serving 3 years.

The purpose of the committee is to:

- Generate income from a basket raffle during the summer conference to help fund scholarships in each district which participates in the raffle.

TIMELINE

October

- At fall district meetings, committee members should discuss the summer basket raffle and decide on the number and types of baskets the district plans to submit.
- Chair will check with MBEA treasurer on the basket income and total number of baskets donated at the past summer basket raffle.

November

- Chair will attend MBEA Fall conference committee meeting and give oral report or submit written report of past summer basket raffle.

March

- Chair will email and remind district basket committee members of basket guidelines.

May

- Chair will attend MBEA Spring conference meeting and give oral report or submit a written report.
- Basket committee chair should email district basket committee members to request names of two people from each district to work the basket table at the summer conference.

June

- Chair will prepare and distribute a work schedule for the basket raffle table, purchase any necessary supplies, (raffle tickets, tape, etc.), and create a poster for publishing winning tickets.

July

- All committee members attend Committees Meeting at the MBEA Summer Conference to share information and gather ideas for the next year.
- Chair shall arrive early to set up basket table and be available when districts turn in baskets and ensure workers are available at the specified times on the work schedule.
- Post winners and distribute baskets to winners.

BUSINESS TEACHER SHORTAGE COMMITTEE

The Business Teacher Shortage Committee consists of business educators from different districts throughout the state of Missouri. Educators serving on the committee shall be MBEA members and serve a three-year term. The Chair shall be appointed by the President. Members shall rotate off the committee after serving three years.

The purpose of the committee is to

- Heighten awareness of the shortage of certified business educators in the state of Missouri.
- Assist the New Professional Committee in working with new teachers.

TIMELINE

November

- Post a message to the Missouri Business Education discussion list to keep awareness of the need to recruit students into business education.

February

- Communicate with DESE staff regarding the Teacher Educator Conference held in February. Share information or gather ideas from the teacher educators attending the conference.

March

- Complete budget form (found in the back of the MBEA Handbook) for the next fiscal year and submit it to the President-Elect, if necessary.

June

- Committee chairperson invites members to attend the “Committees” session to discuss activities.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend MBEA Summer Conference meeting. Present report at the Executive Board Meeting.
- Attend Committees Meeting at the MBEA Summer Conference to share information.
- Pass MBEA Handbook on to the incoming committee chairperson or the Information Transition Coordinator at the end of the term of office.

FALL CONFERENCE PROGRAM PLANNING COMMITTEE

The Fall Conference Program Planning Committee consists of business educators from different districts throughout the state of Missouri. Educators serving on the committee shall be MBEA members and serve a three-year term.

The purpose of the committee is to:

- Communicate via a teleconference call in the spring of the year to determine the program for the upcoming year's fall conference.
- Suggest topics and speakers for the upcoming year's fall conference
- Other duties as necessary.

TIMELINE

May

- Participate in teleconference call to determine the program for the upcoming year's fall conference.
- Suggest topics and speakers for the upcoming year's fall conference

July

- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.

FALL CONFERENCE CO-CHAIRS

The Fall Conference Co-Chairs will serve three-year staggered terms and must be members of MBEA. Their responsibilities are to serve as the overall coordinators of the MBEA Fall Conference.

TIMELINE

Ongoing

- Help provide publicity for the event.
- Work with the State Department and MBEA president in making arrangements.
- Prepare name badges and packet with information for participants.
- Other duties as necessary.

November

- Present an oral report and provide written copies of the report for the Fall MBEA meeting.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.
- Present an oral report and provide written copies of the report for the Spring MBEA meeting.

May

- Communicate via a teleconference call in the spring of the year to determine the program for the upcoming year's fall conference.
- Suggest topics and speakers for the upcoming year's fall conference

June

- Committee co-chairs invite committee members to attend the "Committees" session to discuss activities.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

July

- Attend MBEA Summer Conference meeting. Present oral report and provide written copies of the report at the MBEA Board Meeting.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass MBEA Handbook on to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.

LEGISLATIVE COMMITTEE

The purpose of the Legislative Committee shall be to take appropriate action on behalf of the association which will promote programs of practical arts, vocational, and technical education. Members will serve three-year terms and be members of MBEA. Each MBEA district should have a member on this committee, and the president will appoint the chair. Committee members will:

- Activate legislative network within business education when needed.
- Monitor legislation and legislative events which could potentially impact business education and report information to the Legislative Network.
- Contact legislators--both state and federal--as appropriate to inform them on potential legislative impact, solicit support to adopt or defeat impacting legislation, express appreciation for actions which benefit vocational education in general or business education in specific, or merely maintain open communication lines.
- Report to the MBEA Executive Committee on a regular basis.
- Communicate to each district chairperson to help update names, phone numbers, and addresses for the Legislative Network.
- Work with the National Business Education's Legislative/Advocacy Committee and share information to promote legislative/advocacy activities.
- The legislative representative to the Missouri ACTE Board shall be a member of the Legislative Committee, may be appointed chair of the committee, and shall serve a three-year term.
- The other members of the committee shall represent each district.
- Chair or representative attends ACTE National Policy Seminar in Washington, D.C.
- Pass on the MBEA Handbook to the incoming Legislative Chairperson or Information Transition Coordinator when the term is completed.

TIMELINE

September

- Update/review names, phone numbers, and addresses of Legislative Network.
- Prepare mailing labels of members of network. (To be available when needed.) Communicate with legislative network members about their responsibilities.
- Send copy of the Legislative Committee's responsibilities to each committee member.

November

- Attend Fall MBEA Executive Board meeting. Present and give report.

January

- Legislative session begins.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President-Elect.
- Participate in Missouri ACTE Legislative activity.
- Chair or representative attends ACTE National Policy Seminar in Washington, D.C.
- Present or mail a report for Spring MBEA meeting.

June

- Committee chairperson invites members to attend the "Committees" session to discuss activities.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

July

- Host a legislative training session at Missouri ACTE/MBEA.
- Missouri ACTE Legislative representative from MBEA attends Missouri ACTE Legislative meeting.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Attend MBEA Summer Conference meeting. Present report at the MBEA Board Meeting.
- Pass MBEA Handbook on to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

MARKETING/LINKAGES COMMITTEE

The Marketing/Linkages Committee consists of ten business educators from school districts in Missouri. Educators serving on the committee shall be MBEA members and serve a three-year term and must be a member of MBEA. The committee shall appoint a chair during the first meeting at Missouri ACTE. Members shall rotate off of the committee after serving three years. However, the committee as a whole shall maintain at least ten members equally representing MBEA districts. The purpose of the Marketing/Linkages Committee is to promote Business Education throughout the state of Missouri. The goal of the committee is to heighten the perception of Business Education from the standpoint of the student, educator, counselor, administrator, and community. Through the promotion of business education with marketing tools such as promotional items, billboards, newsletters, stationery, etc., the committee's ultimate goal is to increase enrollment in Business Education. The Marketing/Linkages Committee should work prior to the September/October meeting of the Summer Conference Planning Committee to develop a theme idea for the following July's conference (theme for the year).

Responsibilities of Committee Chair

- Set committee meetings as needed.
- Attend MBEA Board meetings and bring recommendations for mailings and sales items for board approval.
- Submit budget items to President-elect for planning the following year's budget.
- Collect ideas throughout the year.
- Set prices for promotional items reflecting a markup of 10 to 20 percent.
- Recruit new members from MBEA districts to maintain equal representation.
- Schedule workers for the sales booth.
- Maintain inventory control sheet for all items purchased and sold.
- Submit theme ideas and sketch examples for the summer conference program to the program planning committee prior to their fall meeting.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Give MBEA Handbook to incoming new chairperson of the committee.

TIMELINE

Immediately

- Prior to Summer Conference Planning Committee meeting in September or October, plan theme ideas for summer conference and sketches that might be appropriate for the summer conference program and submit these ideas to the Summer Conference Planning Committee.

November

- Sell items at MBEA Fall Conference. Attend Fall MBEA Executive Board meeting. Prepare and give report. Bring recommendations for mailings and/or sales items for approval and include inventory information in report.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.
- Present or mail a report for Spring MBEA meeting. Bring recommendations for mailings and/or sales items for approval and include inventory information in report.

June

- Committee chairperson invites members to attend the "Committees" session to discuss activities.
- Schedule workers for Summer Conference.

- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

July

- Attend MBEA Summer Conference meeting. Present report at the MBEA Board Meeting; include inventory information.
- Maintain booth during summer conference selling promotional items.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass MBEA Handbook on to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.

MEMBERSHIP COMMITTEE

The purpose of the MBEA Membership Committee is to build and maintain the MBEA membership. Members will serve a three-year term and must be a member of MBEA. Each MBEA district should have a member on this committee, and the president will appoint the chair.

The responsibilities of this committee include:

- Encourage membership by all business teachers in public, private, university, and college levels.
- Encourage membership by active and retired business teachers and business teacher students.
- Facilitate/communicate information pertaining to MBEA Student Representative. Order plaque for outgoing MBEA Student Rep. (Student Rep. Application form in back of MBEA Handbook and also on-line.)
- Create or copy form for 100 percent MBEA membership for newsletter.
- Recognize schools with 100 percent MBEA membership with certificates and ribbons.
- Create/maintain/distribute MBEA membership brochure.

TIMELINE

November

- Attend Fall MBEA Executive Board meeting. Present and give report.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.
- Present or mail a report for Spring MBEA meeting.
- Send the Applications Form to business teacher educators in Missouri colleges and universities regarding MBEA and NCBEA Student Representative board positions by April 1.
- Have form for 100 percent membership schools posted on the DESE Business Education web page.

June

- Committee chairperson invites members to attend the "Committees" session to discuss activities.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

July

- Attend MBEA Summer Conference meeting. Present report at the MBEA Board Meeting.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Present/distribute certificates, ribbons, and student representative plaque according to procedure designated by president or Summer Conference Planning committee.
- Pass Handbook on to incoming committee chairperson or Information Transition Coordinator at end of the term.

NEW PROFESSIONALS COMMITTEE

The New Professionals Committee consists of business educators from different districts throughout the state of Missouri. Educators serving on the committee shall be MBEA members and serve a three-year term. The chairperson will be appointed by the president. Members shall rotate off of the committee after serving three years.

The purpose of the committee is to:

- Help new business teachers, who have three or fewer years of teaching experience, link up with another experienced business teacher in his or her area.
- Assist the New Professional and his or her mentor to get together or speak by phone once a month.
- Distribute information and the application for the New Professional Conference Attendance Stipend with a deadline of July 1.

TIMELINE

November

- Attend Fall MBEA Executive Board meeting. Present report.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.
- Attend MBEA Executive Board meeting. Present or mail report.

June

- Committee chairperson invites members to attend the "Committees" session to discuss activities.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

July

- Attend MBEA Summer Conference meeting. Present report at the MBEA Board Meeting.
- Assist in holding a session for new professionals with MBEA officers and other explaining the organization.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass MBEA Handbook on to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.

NEWMAN SCHOLARSHIP FUNDS MANAGER

The purpose of the MBEA Charles Newman Scholarship Funds Manager is to deposit monies, oversee funds, and write checks for recipients for the scholarship fund. The Funds Manager must be an MBEA member.

TIMELINE

November

- Attend Executive Board meeting. Present report at the meeting.

March

- Attend Executive Board meeting. Present report at the meeting.

June

- Communicate any Handbook changes to the Information Transition Coordinator.

July

- Attend Executive Board meeting. Present report at the meeting.
- Pass Handbook on to the incoming Newman Scholarship Funds Manager or to the Information Transition Coordinator.

NOMINATIONS COMMITTEE

The MBEA Nominations Committee is to prepare a slate of officers to be presented at the summer conference and voted on by the membership at the business meeting. Each committee member shall serve a three-year term and must be a member of MBEA. In addition to the officers, in even numbered years, the slate shall include the name of an NBEA/MBEA member for the purpose of representing Missouri on the NCBEA Administrative Board for a two-year term that begins on July 1 of the next year (on odd-numbered year). The chair should be a past MBEA president or an active member from the district from which the nominee for President-Elect is scheduled. Other committee members should be past presidents or active members from the districts in the next rotation cycle.

All nominees for state offices must be members of NBEA, MBEA, MBEA Local District, and Missouri ACTE. Each one should be actively engaged in business education at the time the office is assumed. Each nominee must also have served in a leadership capacity either at the district or state level and complete and submit the application form for the desired office.

Offices of President-Elect, President, Past-President

- The President-Elect shall be elected to serve consecutive one-year terms as President-Elect, President, and Past-President.
- In selecting a nominee for President-Elect, the committee should follow district rotation in this order: Northwest, East Central, Central, West Central, Southeast, Southwest, Northeast, Greater Kansas City Area, and St. Louis Area. Teaching levels (middle school, secondary, post-secondary, and adult) also should be considered.
- Each nominee must agree to the nomination.
- If a willing and qualified candidate cannot be found from the district in rotation order, go to the next district.

Office of Secretary

- The secretary shall be elected to serve a three-year term.
- Any qualified member may apply, regardless of MBEA district affiliation.

Office of Treasurer

- The treasurer shall be elected to serve a three-year term.
- Any qualified member may apply, regardless of MBEA district affiliation.

Responsibilities as Chair of the Committee

- Schedule committee meetings.
- Coordinate the input from each member of the committee.
- Solicit applications for officer positions (forms found at back of MBEA Handbook).
- Attend the regular meeting of the Executive Board and submit written reports to the Board.
- Pass on the MBEA Handbook to the new Chair or the Information Transition Coordinator when the term is completed.

Responsibilities as Member of the Committee

- Become familiar with the procedures for the selection process.
- Solicit applications for the officer positions (forms found at back of MBEA Handbook).
- Review the duties of the Nominations Committee and make suggestions for change to the incoming Nominations Committee.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.

Nomination Process

- Communicate to the appropriate District the opening of the President-Elect position at least one year in advance.
- Inform the District of the candidates at a District meeting even if there is only one candidate. (All District

President-Elect candidates must be submitted to the MBEA Nominations Committee for selection.)

- Inform the membership of openings for the Secretary and Treasurer positions at least one year in advance.
- Schedule a meeting of the MBEA Nominations Committee to select a nominee for the office of Treasurer from all of the applicants.
- All members of the Nominations Committee should review the applications prior to the announcement of the candidate for office. An interview of each candidate should take place by the Nominations Committee prior to the selection.

TIMELINE FOR THE CHAIR

Sometime

- Communicate to the appropriate District the opening of the President-Elect position at least one year in advance
- Confirm that the present President-Elect and President will consent to move to the next higher office.
- Confirm that the present Secretary and Treasurer will consent to fulfill their elected terms.

September

- Announce on list serve nominations are being received for available officers.
- Solicit applications for the office of NCBEA Representative for election in even-numbered years.
- Seek applications via the MBEA website and list serve.
- Establish and publish a February 1 deadline for applications for office.

February

- Distribute application materials to members of Nominations Committee.

March

- Call a meeting of the Nominations Committee to interview the candidates for office. If possible, conduct these interviews in conjunction with the spring Executive Board Meeting.
- Conduct a meeting to finalize the slate of officers to recommend to the Executive Board
- Attend Executive Board meeting. Give an oral report and written report to the board as to the status of the work of the committee.
- File a budget request form with the President-Elect if needed.

June

- Communicate any Handbook changes to the Information Transition Coordinator.
- Invite committee members to attend the Committees session at summer conference to discuss the work of the committee.

July

- Attend Executive Board meeting. Give an oral and written report to the board. Present slate of officers for endorsement by the Executive Board.

- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members. Distribute a copy of committee responsibilities to each member.
- Submit slate of officers at the business meeting for vote by the membership.
- Pass MBEA Handbook on to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.

SCHOLARSHIP COMMITTEE

The Scholarship Committee shall choose the recipients of the Charles A. Newman FBLA-PBL Scholarship and the Joanne Newcomer Scholarship. Members will serve a three-year term and must be a member of MBEA.

Responsibilities of Committee Chair

- Contact DESE about the application process--when will they be mailed, deadline for receiving them.
- Serve as evaluator of the applicants.
- Collect rating sheets from members of the committee.
- Determine the scholarship winners.
- Call the state department director or supervisor with the winners' names so that the plaques can be engraved.
- Prepare a report to be given at the MBEA Executive Board meeting.
- Write a letter to recipients including congratulations, process of mailing check, etc.
- Pass handbook to the next chair or the Information Transition Coordinator.

Responsibilities of Committee Members

- Complete a rating sheet on each applicant based on materials submitted.
- Rank applicants (highest points on rating sheet should be number 1).
- Fill out ranking sheet and mail to chair.
- Keep rating sheets and applicant information for two weeks in case they are asked to review them again because of a tie or any other situation that may arise. After two weeks, the papers may be destroyed.

TIMELINE

September

- Send copy of committee responsibilities to each member.

March

- Receive guidelines, applications, rating sheets, and ranking sheets from the state department after the February 1 deadline. Judge the applications; mail the ranking sheet as soon as possible to the chair. The winner will be announced at the April FBLA or PBL State Leadership Conference.
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.

April

- Write a letter to recipient including congratulations, process of mailing check, etc.

June

- Committee chairperson invites members to attend the "Committees" session to discuss activities.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

July

- Prepare and give a report at the MBEA Executive Board meeting.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass Handbook on to incoming committee chair or Information Transition Coordinator at end of term of office.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee's purpose is to carry out the charge of the President and Executive Board concerning key issues facing MBEA and business education. The committee consists of business educators from different districts throughout the state of Missouri. Educators serving on the committee shall be MBEA members and serve a three-year term. Members shall rotate off of the committee after serving three years.

The committee's charge is to:

- Analyze all Association programs for effectiveness.
- Align the Association's efforts with the concerns and expectations of business educators.
- Analyze current activities and structure and offer suggestions for improvements.
- Consider how to get more business educators involved--both as members and as participants in programming and committee work.
- Other duties as assigned by the Executive Board.

TIMELINE

November

- Attend Fall MBEA Executive Board meeting. Prepare and give report.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.
- Present or mail a report for Spring MBEA Executive Board meeting.

June

- Committee chairperson invites members to attend the "Committees" session to discuss activities.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend Missouri ACTE/MBEA Conference and Executive Board meeting. Prepare and give report.
- Attend Summer Conference "Committees Meeting" to go over duties with the new newsletter editor or committee members.
- Pass MBEA Handbook on to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office. Communicate any MBEA Handbook changes with the Information Transition Coordinator.

WHO'S WHO IN MISSOURI BUSINESS EDUCATION COMMITTEE

The Who's Who in Missouri Business Education Committee consists of business educators from different districts throughout the state of Missouri. Educators serving on the committee shall be the MBEA executive officers plus a chair appointed by the President

The purpose of the committee is to:

- Recognize many business educators for the excellence of their accomplishments in the classroom, the school, the community, and the state.
- Distribute Who's Who application forms; gather the completed forms; determine the winners; and honor the inductees.
- Provide 200 copies of Who's Who winners for distribution at summer conference. Work with Awards Chairperson and the President in preparing program/brochure for the luncheon.
- Keep a supply of certificates with folders and Who's Who pins available for disbursement at the summer conference. Complete other duties as deemed necessary

TIMELINE

On-going

- Distribute forms to applicants.

November

- Attend Fall MBEA Executive Board meeting. Prepare and give oral and written report.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the president-elect, if necessary.
- Present or mail a report for Spring MBEA meeting.

June

- Committee chairperson invites members to attend the "Committees" session to discuss activities.
- Committee chairperson sends letters to those to be inducted at the summer conference.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend MBEA Summer Conference meeting. Present report at the MBEA Board Meeting.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass MBEA Handbook on to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator, including new inductees to be included in the History section of the handbook.

**MBEA
MISSOURI BUSINESS EDUCATION ASSOCIATION**

AD HOC COMMITTEES

Retired Business Educators

Summer Conference Planning, Postsecondary

Summer Conference Planning, Secondary

RETIRED BUSINESS EDUCATORS COMMITTEE

The MBEA Retired Business Educators Committee consists of former business educators throughout the state who continue to participate in the MBEA organization. The Committee promotes interest and activities for retired business educators so that they might continue to be involved in MBEA. The members of the Retired Teachers Committee must be MBEA members.

TIMELINE

November

- Host Retired Business Educators Session at Fall Conference
- Present or mail a report for Fall MBEA meeting.

March

- Present or mail a report for Spring MBEA meeting.

June

- Committee chairperson invites members to attend the "Committees" session to discuss activities.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

July

- Attend MBEA Summer Conference meeting. Present report at the MBEA Board Meeting.
- Host Retired Business Educators ' Session at Summer Conference.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass MBEA Handbook on to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator.

SUMMER CONFERENCE PLANNING COMMITTEE POSTSECONDARY

The purpose of the one-day planning program held in the fall is to exclusively plan, coordinate, and facilitate an interesting, pertinent, and effective postsecondary sessions for postsecondary business educators at the MBEA Summer Conference. Participants must be members of MBEA.

The responsibilities of this committee include:

- Elicit suggestions from postsecondary instructors statewide on the content of the program
- Work with the overall planning committee to determine an overall theme and direction
- Break up into a postsecondary group to focus on the needs of the postsecondary group for one specific day of the conference
- Utilize evaluation sheets from prior conferences in planning sessions
- Contact qualified participants for the summer program
- Work with the state department and gain separate facilities for postsecondary sessions
- Work with DESE office so that contractual agreements can be arranged with chosen presenters
- Hold postsecondary committee planning meetings as needed
- Perform other duties as necessary.

TIMELINE

July

- Determine date for fall meeting (announced at summer conference).

September

- Meet at one-day planning session to plan the next year's summer conference.

Ongoing

- Implement program plan and promote the conference as directed by the MBEA Executive Board.

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SUMMER CONFERENCE PLANNING COMMITTEE SECONDARY

The purpose of the one-day planning program held in the fall is to plan, coordinate, and facilitate an interesting, pertinent, and effective sessions for business educators at the MBEA summer conference. Participants must be members of MBEA.

The responsibilities of this committee include:

- Work with the overall planning committee to determine an overall theme and direction.
- Break up into a secondary group to focus on the needs of the secondary group for the conference.
- Utilize evaluation sheets from prior conferences in planning sessions.
- Elicit suggestions from secondary instructors statewide on the content of the program.
- Contact qualified participants for the summer program.
- Work with the state department.
- Work with DESE office so that contractual agreements can be arranged with chosen presenters.
- Perform other duties as necessary.

TIMELINE

July

- Determine date for fall meeting (announced at summer conference).

September

- Meet at one-day planning session to plan the next year's summer conference.

Ongoing

- Implement program plan and promote the conference as directed by the MBEA Executive Board.